

LONG-RANGE PLANNING COMMISSION MEETING AGENDA April 14, 2014 6:00 p.m.

- 1. Call to order
- 2. Approval of minutes from regular meeting on February 24, 2014
- 3. Zoning classification change from C-2 to R-3 located west of 7393 Clearwater Rd. on lots legally described as follows: Lots 1-4, Block 1, Clearwater Addition to Baxter. (City file 14-09)

Requested by Kuepers, Inc.17018 Commercial Park Rd. Brainerd, MN 56401

STANTEC TO PROVIDE INFORMATION

- 4. Business Campus District Update
- 5. Perch Lake Estates, Outlot A Mike O'Donnell Property
- 6. Urban Expansion Area

STANTEC TO PROVIDE INFORMATION

- 7. Other Business
- 8. Next Meeting April 28, 2014
- 9. Adjourn

LONG RANGE PLANNING COMMISSION MINUTES February 24, 2014

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:10 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Chair Kevin Donnay, Mark Cross, Bob Ryan, Jim Kalkofen, Cathy Clark and Council Liaison Todd Holman

MEMBERS ABSENT: Rock Ylimeini and Lori Rubin

STAFF PRESENT: CD Director Josh Doty and Consulting Planner Phil Carlson

OTHERS: Nathan Hall and Rod Osterloh

Approval of Minutes

Motion by Commissioner Ryan, second by Commissioner Cross to approve the minutes of the January 27, 2013 meeting. Motion carried unanimously.

Review Process to Date

Mr. Phil Carlson of Stantec reviewed the items presented to the Commission and explained the previous steps the Commission has completed. He noted the items on the agenda to review for this meeting. The Commission is currently in between steps 3 and 4 of the 5 phase plan. Currently the Commission is slightly ahead of schedule; therefore the March meeting should place the comprehensive plan on schedule.

Business Council Issues Discussion

Mr. Carlson stated that on December 18, 2013, city staff and consultants met with the Baxter Business Council and discussed the issues affecting the business community. He had a memo in the packet that outlined the four main items. Those items were location, Hwy 371, City government and viewing communities and the county as one area. The Commission had no questions of the memo. Mr. Carlson stated that this will be added to the comprehensive plan.

Land Use Discussion

Draft Land Use Map

Mr. Carlson reviewed the future land use categories and map with the Commission, including the new revisions. One of the main changes was with the industrial district. It was decided that the industrial district will be kept as one land use category while keeping the design standards that include a two-tier system. He asked the Commission to focus on the business campus category and note that the "gateway" to Baxter has been changed to this use. The other change was removing the Utility categories as it did not seem to be needed. Mr. Carlson then stated that he would like to go in a clock wise format around the city and discuss the following areas:

Hwy 371 North Area/North Baxter AUAR

Mr. Carlson reviewed the previous and current maps showing the difference in sewer service areas. The question raised is does the Commission want to show on the map the potential area where sewer service could be provided outside of Baxter or how does the Commission want to show only the area in the city. Commissioner Cross stated that the current policy is that Baxter does not extend services outside of city limits. However, it would be nice to have a map to see where the services could go should the properties be annexed to the city.

CD Director Doty commented that the current AUAR has expired and there is not a developer pushing for it to be revisited. He asked the Commission if the AUAR should be shown on the land use map in order to keep it visible. Mr. Carlson reminded the Commission of what an AUAR is and how it effects the environment. However, it doesn't have to follow the land use map. Chair Donnay asked who initiates the AUAR, Mr. Carlson noted the City or the property owner.

Chair Donnay asked Commissioner Cross how far out he thought the map showing the potential serviced area should go. Commissioner Ryan stated that it shouldn't go out past where the commercial area would/could go. Commissioner Ryan agreed that the map should show the serviced areas behind several of the business on 371 so staff and the Commissions know ahead of time should a person want to develop. That way everyone would know the potential for services. The Commission discussed and determined the color should be gray. Mr. Carlson added that the sewer service boundary done by WSN is roughly a ½ mile. Mr. Carlson suggested maybe a separate map should be considered.

Commissioner Ryan mentioned concern about the preliminary map showing the guiding of the property that is not in the city limits. He wasn't sure how the industrial zone would fit with the commercial zone next to it. Commissioner Cross stated that maybe the guiding should be considered at the time of annexation. The consensus of the Commission was they agreed not to show guiding classifications beyond the city limits.

Woida Road Area, North of Wildflower

Commissioner Ryan stated he has no problem with the rezoning to commercial. Commissioner Cross questioned the color change transition. Chair Donnay asked what drives the commercial to high density residential. Commission Ryan stated that the zoning map and the AUAR had some involvement in the changes. He further stated and Commissioner Cross agreed that the property owners requesting commercial should receive that zoning and the R-2 next to commercial should be turned back into commercial. This would allow the zoning to go from commercial to medium density to low density.

Council Liaison Holman offered the situation of Best Buy moving in on the Kirkwood Dr. neighborhood. He indicated that there were issues with the commercial use next to residential. He asked with that in mind, is a mixed use district something that could work in this area. Mr. Carlson noted that that a mixed use description can allow for a variety of different mixes of land uses and could potentially work. He added that it is all about the details when working with mixed use. Mr. Carlson asked the Commission if they would like CD Director Doty and him to come up with a mixed use solution for this area on Woida Road. Chair Donnay and the Commission agreed to have the mixed use looked into, with Commissioner Ryan being concerned about being down zoned to mix use. He suggested a public meeting prior to changing the zoning.

The Commission had a brief conversation regarding the difference between C-1 and C-2 districts.

371/210 Area

Mr. Carlson indicated that a change was needed on the northwest corner of the 371/210 intersection. Currently there is a church and other church properties on that corner. However it determined that future use should be commercial. The question is does the Commission agree with the change on this corner. The Commission had no concern with this change.

South 371 Area - Industrial Districts and Business Campus District

Mr. Carlson moved to the industrial district and explained the previous plan and the new map showing the revisions. The change is leaving the industrial district in one classification, while keeping the city's exiting two-tier system and creating a new business campus district. He read the business campus category which included higher level of design standards along the 371 corridor as this is the gateway into Baxter. A few other smaller changes included adding higher density residential south of Carlos Road to allow for potential student housing which was a change from office service.

Mr. Carlson stated that they had talked to the business owner of the land at the northeast corner of Highway 371 and County Road 48 and that owner wanted to be zoned to allow C-2 commercial. The conversation had taken place prior to the business campus category. Commissioner Cross agreed with the business campus category in that location.

CD Director Doty stated that the Potlatch information included in the packet indicated what they would like to see for their property along the 371 corridor south of County Rd. 48. They are requesting commercial to the west and high density residential to the east of 371. These properties are also being shown as low density residential.

Commissioner Cross read the description of mixed use and business campus, he then asked of the business campus what type of commercial would be allowed. CD Director Doty stated that staff would like some input on that category. Mr. Carlson explained that the business campus category is fairly new and he does not envision commercial uses such as a car dealership being there. CD Director Doty stated that the zoning for the business campus has not been written and is an open slate to be written with the uses that the city would like to be allowed. Commissioner Ryan stated that the first thing he doesn't want people to see when they drive into Baxter is a car dealership or an apartment building. He also had concern that the business district regulations haven't been written and therefore it is not known what exactly what can go into this category. He questioned if a McDonalds is going to be allowed as that is commercial. He also had concern over the verbiage of "higher level of design standards" as there are already architectural standards in place. Mr. Carlson responded that it would be similar to the tiers in the industrial park. Chair Donnay asked for clarification on how the district definitions would be determined. Mr. Carlson stated that the land use plan guides the zoning regulations and should include items that you want or don't want in a district. Commissioner Cross stated that in order to decide what zoning district it is, the details of what are allowed in the categories needs to be determined. He sees the business campus being commercial or should it be limited commercial. Mr. Carlson said yes, it the thought is that it should be limited commercial. CD Director Doty stated that would be the purpose of the business campus district. Otherwise you could just guide it commercial and allow C-2 zoning. Staff noted if there are commercial uses that you do not want to see in this gateway area of the city, this is a way to address those concerns.

Mr. Carlson pointed out the southern neighborhoods of Baxter should have an area that they can get amenities without having to drive north. Commissioner Cross stated that the neighborhoods to the west go to SA gas station and the neighborhoods to the east go to College Square gas station, not everyone goes to the commercial districts. Commissioner Ryan asked why couldn't there be a parcel of C-1 within the business campus area to allow for an upscale convenience store with a place to sit down and eat that would also be convenient for future businesses and the neighborhood. Commissioner Kalkofen stated that Baxter residents are used to going a short distance to get items. Mr. Carlson added that a restaurant could be included in the business campus as an allowed use. The idea of the business campus is limited signage and more landscaping. Chair Donnay stated that was appealing to him. Commissioner Cross stated that he likes the idea of a neighborhood restaurant however it seems that there needs to be a cluster of restaurants to flourish, standalone restaurants don't seem to last. He also is seeing the business district as an extension of the industrial district on a higher scale.

Council Liaison Holman stated that with the business campus district it is taking away from the industrial district. He questioned were we would place a new ready mix or truck hauling center, most likely the Potlatch industrial park, or does this city not want those types of uses and would give the heavy industrial uses to a neighboring community. Commissioner Ryan stated that heavy industrial, if he is asked, should go west to the Potlatch industrial park.

Chair Donnay asked if the Commission agreed with the business campus category with the understanding that the definitions need to be worked on prior to this being released to the public. They also agreed that the higher density areas at the southwest and southeast corners of Highway 371 and County Road 48 should be changed to medium density.

Potlatch West Land on 210

Council Liaison Holman asked if the 210 corridor was going to have any special architectural requirements as that is another gateway into the city. There could be some growth towards City Hall. Commissioner Cross stated that this is the first time there has been a request for commercial to be allowed west on 210. CD Director Doty added that one map within the AUAR called the area south of 210 as industrial and a second map that shows commercial along 210 and industrial further to the south. The Commission agreed on the gateway approach to the west side as well. Mr. Carlson indicated the size of the pieces of commercial on the north side of 210 and what could potentially be placed on those 40-50 acres. It was noted that it is big enough for two big-box stores. The Commission agreed to keep the commercial category in place, as there is not really a lot of commercial land left in the city.

Berrywood Area

The Commission had a brief conversation regarding the Berrywood townhome area and if the residential area should be changed to high density as those areas could have more townhomes placed on them. It was noted that the low density residential categories does not match the current zoning code. It was determined that Berrywood Road should be changed to high density residential, as that is what is currently located in that area. It was also decided that County Rd. 48 will stay all high density residential.

SW Rural Residential Area

Mr. Carlson moved to the southwest area of the map. He explained the difference between the previous map where WSN had indicated the sewer service area and the single family growth area and the new updated map. This updated map also shows the general industrial and slightly more commercial. Council Liaison Holman added that the ACUB line was put in place to assist with the impact on single family homes that could be affected by Camp Ripley activities; however this does not have any effect on industrial growth.

Commissioner Cross asked if staff is proposing to drop the forest district. CD Director Doty indicated that yes that district would be dropped and it would be considered rural residential.

The commission stated that they were in support of increasing the industrial guiding south to Mapleton Road, as requested by Potlatch.

Comp. Plan Outline/Chapter Outline

Mr. Carlson went through the outline of each proposed chapter of the comprehensive plan with the Commission.

Next Steps

Mr. Carlson will have a draft land use map for the next meeting. Chair Donnay asked if the categories will be defined at the next meeting, Mr. Carlson indicated that he will have those categories.

Council Liaison Holman asked about specific areas of the comprehensive plan that have not been discussed and he asked if those items are going to be addressed in the future comprehensive plan or are they being set aside at this time. Mr. Carlson stated that some of the items mentioned will be included in the new version of the comprehensive plan.

Other Business

None

Next Meeting

The next meeting is scheduled for March 24, 2014 at 6:00 p.m.

Adjournment

Motion by	Commissioner	Carlson second by	v Commissioner Ry	van to adiourn t	the meeting at 8:28	n.m.
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Approved by:	Respectfully submitted,	
Chair Kevin Donnay	Shanna Newman CD Technical Clerk	



Zoning Map



2013 Imagery Historical Parcels

Green: Band_2 Red: Band_1

Blue: Band_3

OS = Office Service I = Industrial Office C2 = Regional Commercial Zoning Districts

48

PB = Public Benefit F = Commercial Forestry

R-3 = High Density Residential R-2 = Medium Density Residential R-1 = Low Density Residential

C1 = Neighborhood Commercial RS = Special Residential/Cluster

Notes

640.0

320.00

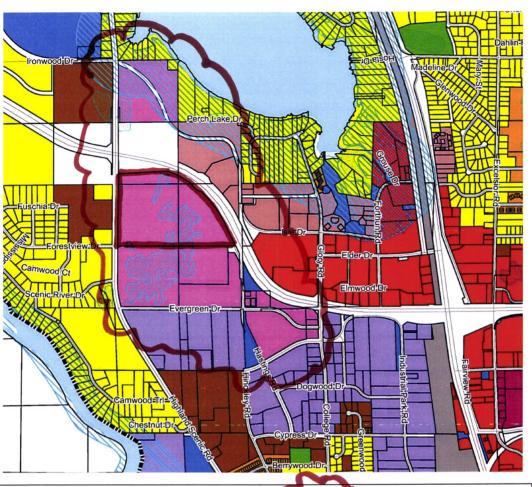
640.0 Feet

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet City of Baxter

BUSINESS CAMPUS PROPERTIES



	City of Baxter- Future Land Use Categories TEGORY DESCRIPTION This category is intended to accommodate local and	ZONING DISTRICT COMPARISON
Commercial	This category is intended to accommodate local and regional stopping needs for general commercial and highway-oriented businesses such as fast food restaurants, convenience stores, gas stations, big box retail, and other auto-oriented businesses, retail, and other auto-oriented businesses.	C-1, Neighborhood Commercial and C-2 Regional Commercial
Office Service	This category is intended to accommodate a variety of professional office development with compatible service based retail users.	OS, Office Service
Mixed Use	This category is intended to provide a mix of residential and commercial uses. Typically, mixed-use development will include towntromes, low- and high-rise apartments, retail buildings, and offices. Development can consist be vertical or horizontal mixed use. Residential density shall occur at a maximum of 20	Will need a new mixed use zoning district
4 010	compatible with the average density of abutting property at development edges.	
Business Campus	This category is intended to accommodate office, commercial, business park and light industrial development on the Highway 371 corridor in SE Baxter consistent with a business campus setting, Higher level of design standards.	Will need a new Business Campus zoning district
General Industrial	This category is intended to provide areas for industrial related businesses including manufacturing warehousing automotive fruelding wholesaling and	District has two tiers of design standards.
Industrial Mining	industrial uses. This category is limited to mining and related activities.	Will need a specific zoning district that allows
Rural Residential	This category is intended to provide for large lot rural residential in areas that will not be served with municipal sewer and water.	only mining RS-Special Residential
Low Density Residential	This category identifies areas for single-family detached and two-family unit residential development at a maximum density of 3 units/acre.	R-1, Low Density residential district
Medium Density Residential	This category is intended to provide for twin/townhome development, multiplex development, and row-homes at densities of 7 units/acre.	R-2, Medium Density residential district
High Density Residential	This category is intended to accommodate the development of multiple family dwelling structures including townhomes, apartment buildings and condominiums. Development may occur at a maximum density of 20 unitglazer (net). Architecture and landscaping is important in high density residential areas to ensure that development is appropriate and consistent with the community's character.	R-3, High Density residential district
Public/Semi- Public/Institutional	This category is primarily intended to provide religious, governmental, education and other institutional facilities.	PU, Public Use
Parks	This category is intended to provide areas of public park, open space and recreational uses.	CP, Community Park and PU, Public Use
Open Water	This category provides permanently flooded open water, rivers and streams and wetlands.	
Railroad	This category is intended to identify railroad tracks and adjacent railroad owned property.	

DRAFT B-C ZONING DISTRICT USES

B-C (BUSINESS CAMPUS DISTRICT)

PURPOSE: The Business Campus category is intended to accommodate office, limited commercial, business park, and light industrial uses on the Highway 371 corridor in SE Baxter consistent with an attractive, high visibility business campus setting. The designation would not include big box retail, fast food restaurants, significant trucking and loading, large uninterrupted expanses of parking or vehicles, or outdoor storage. Design standards would include attractive, durable building finishes, generous site landscaping, and limited signage.

PERMITTED USES:

The following neighborhood retail sales and service businesses with a ground floor footprint of thirty thousand (30,000) square feet or less supplying commodities or performing a service primarily for residents of the surrounding neighborhood:

- A. Banks, savings loans, credit unions and the like (without drive-through).
- B. Clinics/offices for medical, dental, or chiropractic services.
- C. Conference centers.
- D. Copy/printing services (excludes printing presses and publishing facilities).
- E. Essential Services.
- F. Civic Buildings such as city halls, fire stations and the like (without outside storage).
- G. Fitness centers and fitness-related studios such as karate, yoga, dance and the like (less than 5,000 square feet in size).
- H. Laboratories/research and development.
- I. Offices, administrative/commercial.
- J. Radio and television stations.

- K. Reception halls/event centers, with or without catering services.
- L. Restaurants (without drive-through).
- M. Religious institutions such as churches, chapels, temples, synagogues, mosques limited to worship and directly related social events.
- N. Retail Uses as noted below:
 - 1) Bakeries
 - 2) Barbershops, Beauty Shops; other Personal Service Uses.
 - 3) Convenience Stores (without motor fuel stations).
 - 4) Drug stores and pharmacies (without drive-through).
 - 5) Dry cleaning and laundry pick-ups, self-service laundromats, incidental pressing, tailoring, repair and the like (without dry cleaning processing).
 - 6) Florists, Hobby, Craft or Variety Stores and the like.
 - 7) Hardware Stores.
- O. Studios; art related.
- P. Tutoring/learning centers.
- O. Wholesale showrooms.

ACCESSORY USES:

- A. Accessory uses incidental and customary to uses allowed in this Section. Permitted Accessory Uses shall not occupy more than thirty percent (30%) of the gross floor area of the principal building.
- B. Accessory Light Manufacturing and Assembly (Need to establish a definition)
- C. Accessory Light Warehouse and distribution (Need to establish a definition)
- D. Off street parking, loading and service entrances as regulated in Section 10-5-2 Special Provisions, Off Street Parking and Section 10-5-3 Special Provisions, Loading Standards.
- E. Accessory structures as regulated by Section 10-5-11 Special Provisions, Accessory Structures.

- F. Signs as regulated by Section 10-5-1 Special Provisions, Signs.
- G. Wireless communication towers as accessory to a permitted principal use subject to Title 9, Chapter 4 and Section 9-4-3.
- H. Adult Use, Accessory pursuant to Title 3, Chapter 4 of the Baxter City Code.

CONDITIONAL USES:

The following are conditional uses, subject to the conditions outlined in Section 10-7-4 Conditional Use Permit and the specific standards and criteria that may be cited for a specific use:

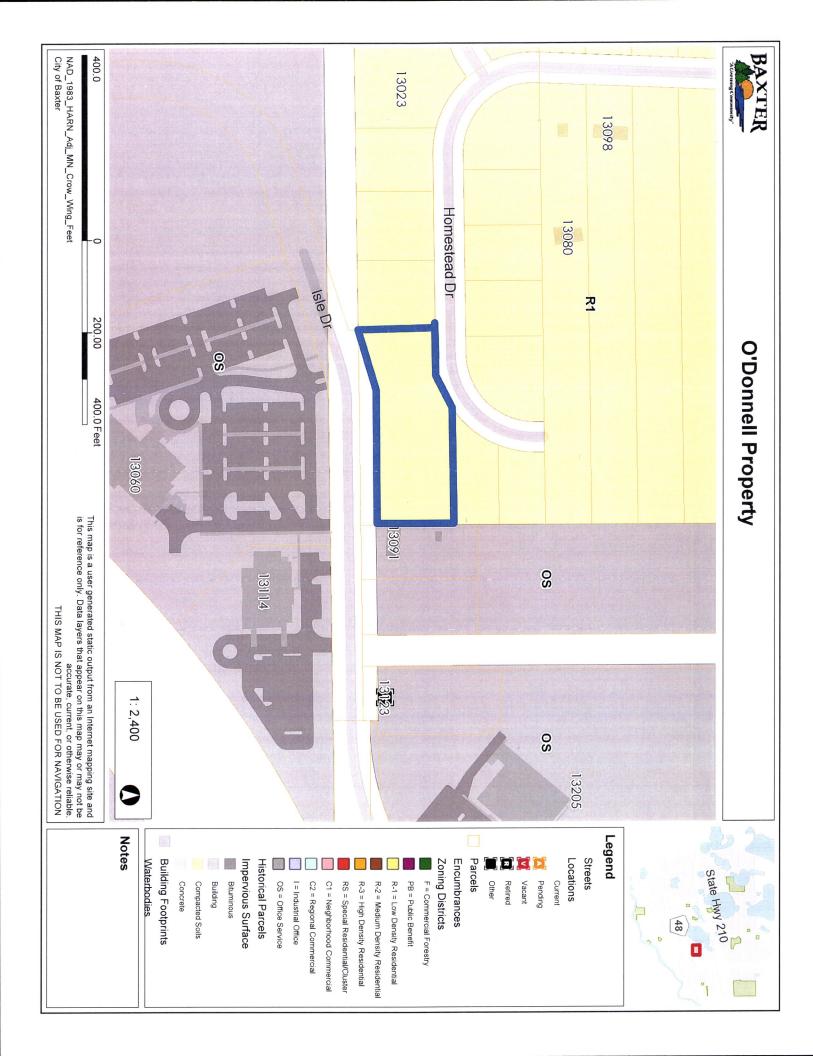
- A. Adult Use, Principal, pursuant to Title 3, Chapter 4 of the Baxter City Code.
- B. Car Washes accessory to a motor fuel station.
 - 1. The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.
 - 2. The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.
 - 3. Hours of operation shall be limited to between 7:00 a.m. and 10:00 p.m. daily.
 - 4. A bypass lane shall be provided for each drive-through use, allowing cars to leave the drive-through lane from the stacking area.

C. Daycare Facility provided:

- Unless exempted by the Zoning Administrator, where an outdoor play area of a
 Daycare Facility abuts any commercial or industrial use or zone, or public rightof-way, the Daycare Facility shall provide screening along the shared boundary
 of such uses, zones or public rights-of-way. All of the required fencing and
 screening shall comply with Section 10-4-4 Performance Standards, Visual
 Standards.
- 2. There shall be adequate off-street parking which shall be located separately from any outdoor play area. Parking areas shall be screened from view of surrounding and adjoining residential uses in compliance with Section 10-5-2 Special Provisions Off Street Parking.

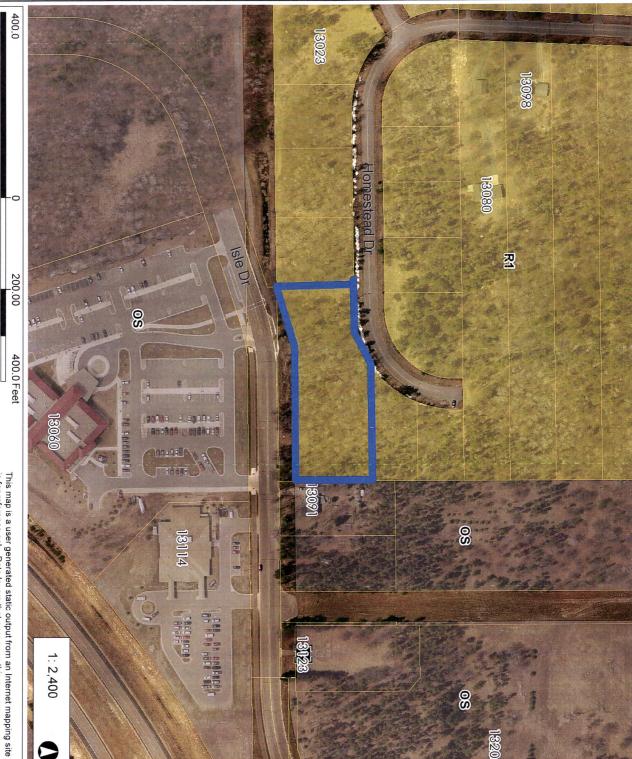
- 3. When a day care facility is an accessory use within a structure containing another principal use, parking for each use shall be calculated separately for determining the total off-street parking spaces required. An exception to this requirement may be granted by the Zoning Administrator in instances where no increase in off-street parking demand will result.
- 4. Off-street loading space in compliance with Section 10-5-3 Special Provisions, Off Street Loading.
- 5. All signing and informational or visual communication devices shall be in compliance with Section 10-5-1 Special Provisions, Signs.
- 6. The structure and operation shall be in compliance with State of Minnesota Department of Human Services regulations and shall be licensed accordingly.
- D. Funeral homes and mortuaries.
- E. Motor fuel stations in compliance with Section 10-5-6 Special Provisions, Motor Fuel Stations and the following:
 - 1. That the area and location of space devoted to non-automotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be only as allowed by the conditional use permit and shall be limited to 10 percent of the gross floor area of its associated principal use.
 - 2. The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.
 - 3. Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.
 - 4. All buildings, canopies, and pump islands shall be located to comply with the minimum setback requirements of the C1 District.
 - 5. All canopy lighting for motor fuel station pump islands shall be recessed or shielded to provide a 90-degree cutoff. Illumination levels for pump islands shall not exceed 30-foot candles.

- 6. Litter Control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.
- F. Multi-business signs, as regulated in the Section 10-5-1 Special Provisions,Signs.
- G. Planned unit development (PUD) pursuant to chapter 6 of this title.
- H. Trade schools.
- I. Veterinary; related indoor kennels provided:
 - 1. All pens or cages must be completely enclosed within a building with the exception of incidental run areas that shall be limited to 10 percent of the gross floor area of its associated principal use, to a maximum of 5,000 square feet.
 - 2. All indoor activity shall include soundproofing and odor control.
 - 3. When abutting a residential use or district, the property shall be screened and landscaped in accordance with Section 10-4-4 Performance Requirements, Visual Standards.
- J. Wireless communication towers as accessory to a permitted principal use subject to Title 9, Chapter 4.





O'Donnell Property





Legend

Streets

Locations Current

Vacant Pending

Other Retired

Parcels

Encumbrances

Zoning Districts F = Commercial Forestry

PB = Public Benefit

R-2 = Medium Density Residential R-1 = Low Density Residential

RS = Special Residential/Cluster R-3 = High Density Residential

C2 = Regional Commercial C1 = Neighborhood Commercial

I = Industrial Office

Historical Parcels OS = Office Service

2013 Imagery

Red: Band_1

Blue: Band_3 Green: Band_2

Notes

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